



RR COLLEGE OF PHARMACY

Chikkabanavara, Bangalore-560090
Accredited by NAAC with 'A' Grade

INTERNAL QUALITY ASSURANCE CELL (IQAC)

SOPS OF EXAMINATION COMMITTEE

APPOINTMENT OF CHIEF SUPERINTENDENT [CS]

The Principal shall be the Chief Superintendent of the Internal Assessment Test. The Chief Superintendent [CS] shall appoint one of the senior Professors/Associate Professor and an Assistant Professor of the college as the Examination Coordinators for conduction of the Internal Assessment [IA] Test to support them in discharging their duties. The Examination Coordinators shall assist the Chief Superintendent in identifying suitable persons for appointing Room Superintendent [RS] and other supporting staff for conduction of IA Test.

The duties assigned with reference to the conduction of IA Test are mandatory for all the staff and non-performance is liable for disciplinary action as per the institutional norms.

2. DUTIES & RESPONSIBILITIES OF THE EXAMINATION COORDINATOR [EC]

- 2.1 On receipt of appointment order as the Examination Coordinator [EC], he/she shall report to the Chief Superintendent [CS] within a period of 48 hours.
- 2.2 The Examination Coordinator shall indent for stationary material required for conduction of IA Test like A4 sheets, Cello tape, Files, no. of Blue books and notice boardpins etc., fifteen days before the commencement of IA Test to the Administrative officer [AO].
- 2.2 The Examination Coordinator shall receive all the stationary material required from the office for conduction of the IA Test.
- 2.3 The Examination Coordinator shall arrange the blue books as per there requirement prior to the one week before the commencement of IA Test.
- 2.4 The Examination Coordinator shall conduct a meeting with Principal before the commencement of IA Test and discuss about the overall process.

- 2.5 The Examination Coordinator shall collect the list of faculties of various Departments from the office for discharging the Room Superintendent [RS] duties.
- 2.8 The Examination Coordinator shall collect the list of students of various departments from the office appears to IA test.
- 2.9 The Examination Coordinator shall prepare the IA Test time table and get the approval from Principal and display it on the notice board ten days prior to the IA Test.
- 2.10 The Examination Coordinator shall take enough care to arrange the common question paper for common subjects, irrespective of the branch. [Ex: Instrumental Methods Analysis subject should be common for all the students throughout the Class] and instruct the same to DC well in advance.
- 2.11 The Examination Coordinator shall prepare semester wise/year wise absentee statement format and circulate to each examination hall.
- 2.12 The Examination Coordinator shall prepare semester wise/year wise signature format for the signatures of students and Room Superintendent [RS] for each session.
- 2.13 The Examination Coordinator shall allot the seating arrangement for students session wise as follows;
- (i) There will be two sessions every day.
 - (ii) Session 1 [10.30AM to 12 Noon] and session 2 [2.30 PM to 4.00PM] that is for 1.30 hour [30 Marks].
 - (iii) Maximum capacity of students in a room is 40.
- 2.14 The Examination Coordinator shall allot Room Invigilation duty and Room Superintendents [RS] session wise to all faculties.
- 2.15 The Examination Coordinator shall prepare the Time table, Room Invigilation duty list, student's room allotment list, question paper format [higher/lower semester] and Absentee statement one week before the commencement of IA Test.
- 2.16 The Examination Coordinator shall collect all the question papers from the all subject teachers date wise and session wise according to time table in a sealed cover and safely stored in strong room two days before the commencement of IA Test.
- 2.17 The Examination Coordinator shall monitor all sessions for the smooth conduction of IA Test.

- 2.18 The Examination Coordinator shall assign the duties to the other supporting staff and see that everyone involved in the smooth conduction of IA Test.
- 2.19 The Examination Coordinator shall report for duty 30 minutes prior to the start of IA Test on all the sessions.
- 2.20 The Examination Coordinator shall facilitate the recording of the attendance of the staff reported for duties on each day and shall report any discrepancies to the CS.
- 2.21 The Examination Coordinator shall monitor during the conduction of IA Test and also in recording the cases of malpractices reported by either the RS or room invigilators.
- 2.22 The Examination Coordinator shall display student's room allotment list one hour before the commencement of the IA Test.
- 2.23 The Examination Coordinator shall collect a copy of Absentee statement form and submit it to CS soon after the completion of IA Test.
- 2.24 Any insubordination or negligence of duties by the coordinators/staff shall be reported by Examination Coordinator to the CS for a suitable action.

3. DUTIES & RESPONSIBILITIES OF THE INVIGILATOR

- 4.1 The Invigilator [IL] shall report to the Examination coordinator at the Exam section at least 20 minutes before the commencement of the IA Test and record his/her reporting to duties by affixing his/her signature in the attendance register placed for the said purpose.
- 4.2 The Invigilator shall ascertain the IA Test room/block assigned to him/her and the number of candidates in the block.
- 4.3 The IL shall collect the blue books, question papers and corresponding to the allotted room/block from the Examination coordinator under acknowledgement.
- 4.4 The IL shall reach the allotted IA Test room/block, 10 minutes before the commencement of the IA Test and permit the entry of students to the IA Test hall. The IV shall see that the students occupy only the seats allotted for them.
- 4.5 The Invigilator shall ensure that candidates take their seats before the commencement of IA Test, even though the candidate shall be allowed to enter the IA Test hall up to 10 minutes from the commencement of the paper (In such special cases, candidate details should be recorded and submitted to Examination coordinator).

- 4.6 Prior to issuing the blue book to the students, the RS shall mandatorily announce to the students to leave the books, papers and other reference materials etc., outside the IA Test hall and instruct the candidates to search desks, tables, their pockets, wallets, and hand over to the Room Superintendent if any papers/notes/ manuscripts/books or any material. The IL shall inform the students that they shall not be in possession of any written material on hand/s, palm, writing pads, outer covers of calculator/geometry box/programmable calculator, hand kerchief,...etc., also they shall not possess mobile phone or any other electronic gadget such as memory chip etc., in the IA Test hall.
- 4.7 The blue books shall be distributed to those candidates only who are seated in the IA Test hall five minutes before the commencement of IA Test and are not to be placed on the vacant seat.
- 4.8 The Invigilator shall distribute the question papers to the candidates seated in the IA Test hall, only when the commencement bell/time of the IA Test is given.
- 4.9 The Invigilator shall affix signature on the answer booklets of the students, at right side of first sheet of IA Test as Room Superintendent signature after checking the necessary details filled by the students.
- 4.10 The IL shall instruct the candidates to write the date, subject name, subject code, room no. and test no. in the blue book before the commencement of IA Test.
- 4.11 If any Candidate is absent the word ABSENT shall be written in capital letters in the appropriate column of the attendance sheet, preferably in red ink, after expiry of 10 minutes from the time of commencement of the IA Test.
- 4.12 The IL shall not allow the candidate to use unfair means in the examination hall.
- 4.13 No candidate shall be allowed to go out for toilet.
- 4.14 The Invigilator are expected to take rounds in the hall and shall not engage themselves in conversation with other Invigilator while the IA Test is going on and also shall should not use mobile phone.
- 4.15 The Invigilator should ensure that, there is no communication among candidates in the IA Test hall.
- 4.16 The violations of instructions by any candidate shall be brought to the notice of the Examination coordinator immediately.
- 4.17 After the expiry of the time of the IA Test, when the final bell/time is given, the Invigilator shall collect the blue books and shall arrange seat

number wise and hand them over to the DC at Exam section soon after the completion of that session.

- 4.18 Candidates shall be allowed to leave the examination hall only after the completion of full duration from the commencement of the IA Test.
- 4.19 The Invigilator shall be personally held responsible for loss, misplacement of any blue books.
- 4.20 While taking rounds of the IA Test hall, if the Invigilator notices any candidate indulging in copying or possessing a blue book other than that of the candidate, any written material on calculator/geometry box / scale / parts of the body, he/she shall immediately take in his / her possession the candidate's blue book, question paper, and the materials which he/she has used for copying and immediately report to the Examination Coordinator.
- 4.21 Any dereliction to duties on the part of the Invigilator as observed by the Examination Coordinator will be recorded and reported to the CS based on which the CS initiates the necessary disciplinary action.
- 4.22 The Invigilator shall not leave the College premises until he/she personally hands over the blue books to the Examination Coordinator.

5. DUTIES & RESPONSIBILITIES OF ALL THE FACULTIES

- 5.1 The Faculty shall prepare the question papers of their respective subjects well in advance and shall submit to Examination Coordinator five days prior to the commencement of IA Test.
- 5.2 The Faculty shall follow the prescribed format for preparing the question papers. [All semester/year: 30 marks (1.30 hours)].
- 5.3 The Faculty shall prepare the common question paper for common subjects, irrespective of the branch. [Ex: Instrumental Methods of Analysis subject should be common for all the students throughout the class].
- 5.4 The Faculty shall submit the question papers to the Examination Coordinator three days before the commencement of IA Test in a sealed cover by arranging them subject wise and room wise according to the student's allotment list.

- 5.5 The Faculty shall write the necessary details on the sealed questions like IA Test date, Subject name, Subject code and No. of question paper copies before submitting it to Examination Coordinator.
- 5.6 The Faculty shall note down the Invigilation duties assigned to them and take enough care for smooth conduction of IA Test.
- 5.7 The Faculty shall make necessary alternate arrangement for their Invigilation duty well in advance if they are going on CL and inform the same to the Examination in advance.

6. INTERNAL EXAMINATION RELATED GRIEVANCES

- 6.1 After the evaluations, the booklets will be given to the students for seeing their marks.
- 6.2 The students have any doubts regarding marks given to the respective questions, they can clarify with subject teachers and clear their doubts.
- 6.3 The students still want any clarity regarding the marks given, they can contact examination committee with a 5 working days
- 6.4 The examination committee receives any grievances from the students, the members will clarify with the subject teacher and report to the students